

Work Readiness Certificates

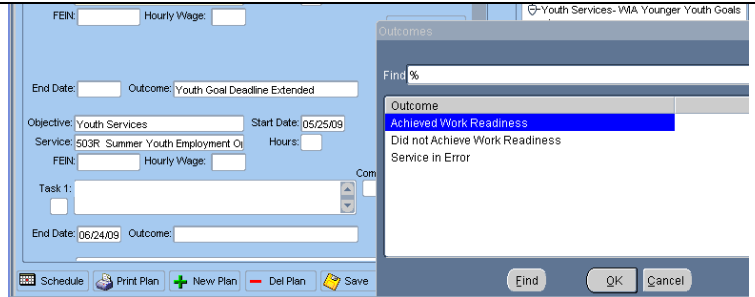
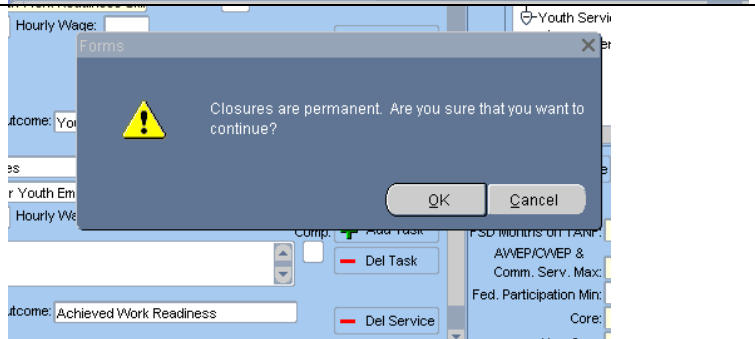
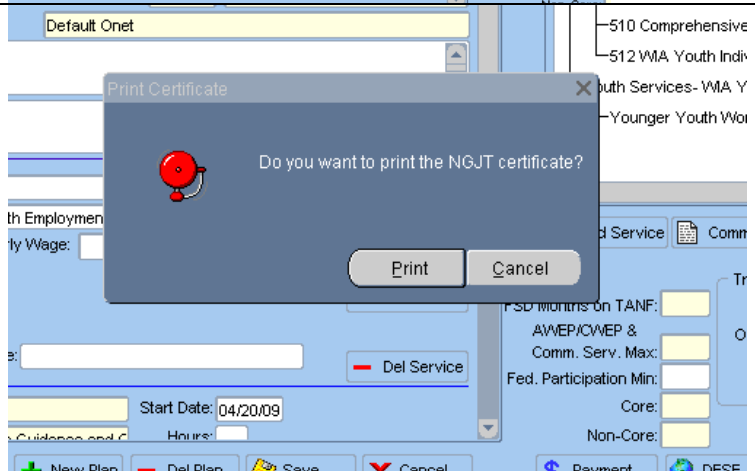
Toolbox 2.0 provides the function of printing a “Work Readiness Certificate” for any customer who receives an “Attained Work Readiness” outcome when completing the 503R Service.

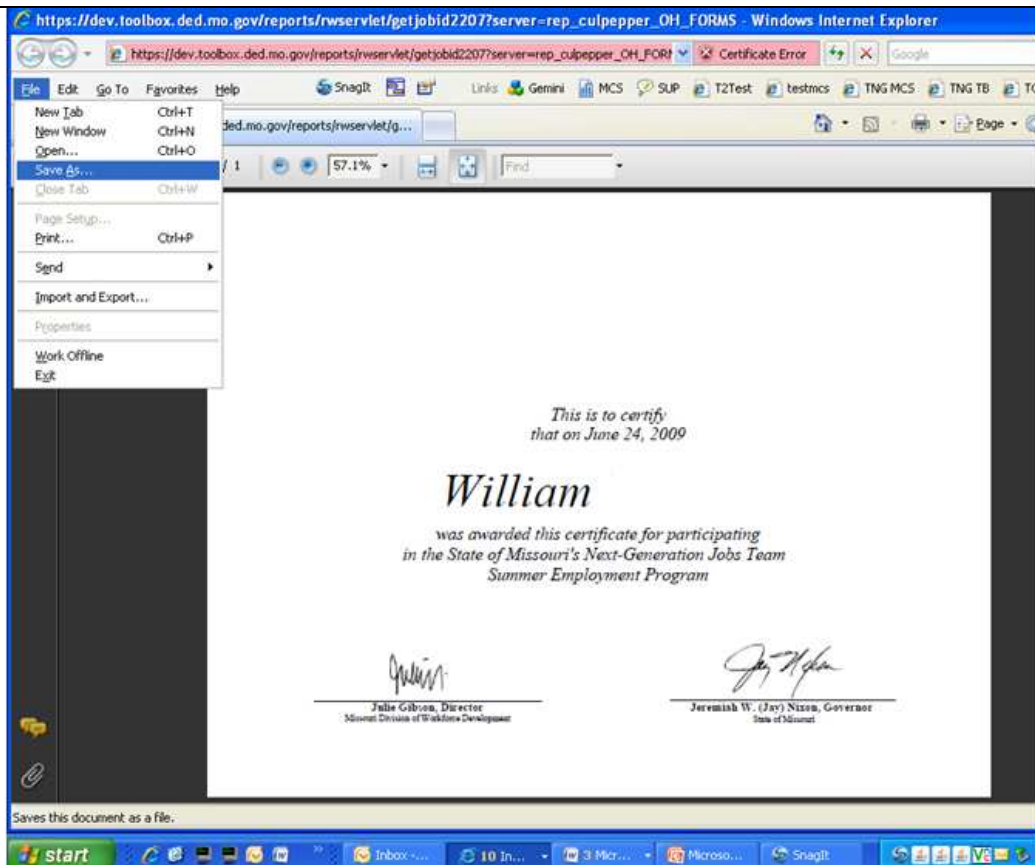
After the service is ended and the outcome saved, a popup will appear offering the option to print the certificate. If an affirmative answer is given, a PDF document will open containing the customer’s information to print on the blank certificate form. ***This will be your only opportunity to print the certificate.***

Blank certificates will be provided to each area as soon as they are printed. ***Until then, you must save the certificate information PDF file.***

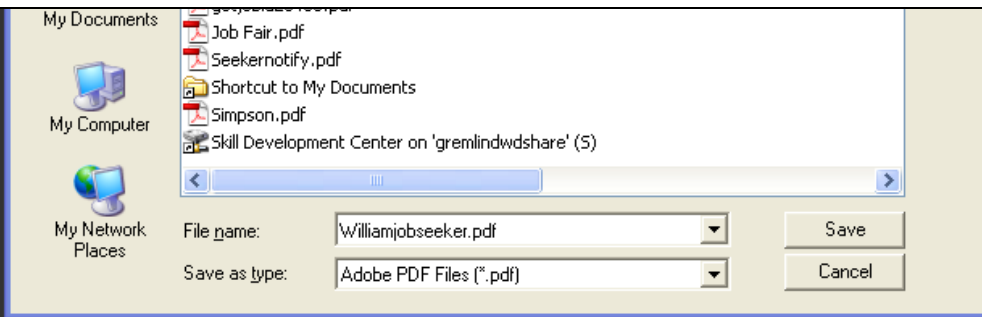
In many cases, it may not be convenient to print the certificate at the same time the service is ended, but it is important to remember that ***the system will only allow the PDF document to appear at the time the service is ended.***

To provide more flexibility in printing these documents, it is recommended that the PDF be saved so that the certificate may be printed at your convenience. This also offers the option of allowing duplicate certificates to be printed at a later date.

<ol style="list-style-type: none"> 1. Enter the end date. 2. Choose “Achieved Work Readiness” from the outcome LOV. 	
<ol style="list-style-type: none"> 3. Click “OK.” 4. Click “Save.” 5. Click “OK” to “Closures are Permanent.” 	
<ol style="list-style-type: none"> 6. Select “Print” to the popup “Do you want to print” 	



7. **Access the PDF document and click on the "Save As"**



8. Name the document with the Customer's Name and save to a new folder.
9. The document can now be retrieved and printed at any time.